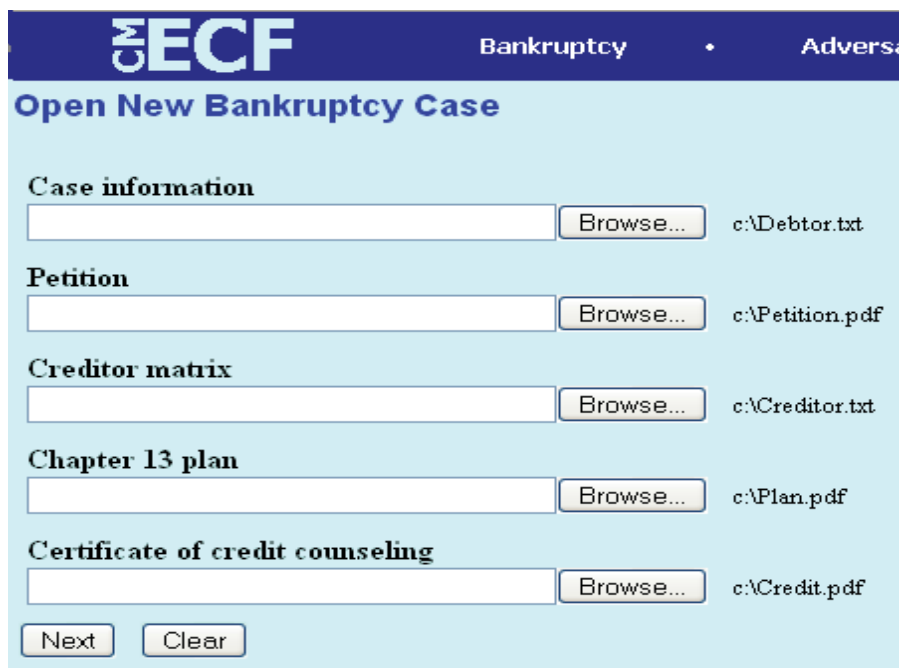


Case Upload

If you are using petition preparation software and it has created the applicable files, you may bypass **Open BK** and **Creditor Upload** and upload the information to ECF.

- Click the **Bankruptcy** hyperlink on the CM/ECF Main Menu.
- Click the **Case Upload** hyperlink.
- Browse and attach the four files displayed in the below screen (See Figure 33-1). You may also attach the Plan for a Chapter 13.



The screenshot shows the 'Open New Bankruptcy Case' screen in the ECF system. The header includes the ECF logo and navigation links for 'Bankruptcy' and 'Adversary'. The main section is titled 'Open New Bankruptcy Case' and contains five rows of input fields, each with a 'Browse...' button and a default file path:

Field Label	File Path
Case information	c:\Debtor.txt
Petition	c:\Petition.pdf
Creditor matrix	c:\Creditor.txt
Chapter 13 plan	c:\Plan.pdf
Certificate of credit counseling	c:\Credit.pdf

At the bottom of the form are two buttons: 'Next' and 'Clear'.

Figure 33-1

- Click **[Next]**.
- Click **Pay Now**, pay your fees as if you were using **Open BK** and continue filing the rest of the documents for the new case (Judge/Trustee Assignment, fee disclosure, et cetera).

NOTE: If you use **Case Upload** to open a skeleton petition, you **cannot** use **Case Upload** to file the balance of the schedules. You must file these **separately** under the **Miscellaneous** category.

Case Upload cannot be used to file in existing cases.